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United States Department of State

A Guide to Doing Business With the Department of State

April 1991

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Department of State Publication 9335
Bureau of Administration
Office of Small and Disadvantaged Business Utilization

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INTRODUCTION

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95–507, Public Law 100–656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.

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Section A

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**

Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

(a) Telecommunications equipment for use worldwide.
(b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
(c) Security equipment for the physical protection of diplomatic personnel and installations.
(d) Household furnishings for embassies and consulates.

Services

(a) Continuing requirements for maintenance services for communication equipment.
(b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
(c) General labor services, i.e., moving, messenger, clerical.
(d) Management studies and surveys relating to mission activities.
(e) Facilities maintenance services.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State
Office of Acquisition (OPR/ACQ)
P. O. Box 9115, Rosslyn Station
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Juanita Waters at the following address:

Department of State
A/FBO
SA–6, Room 411
Washington, D.C. 20522–0604
Telephone: (703) 875–6297

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State
DS/ST/CMP
SA–10, 7th Floor
Washington, D.C. 20522–1003
Telephone: (202) 663–0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA–6, Room 711
Washington, D.C. 20522–0602
Attn: David Roberts
Telephone: (703) 235–1891

Department of State
DS/ST/CS
SA–6, 8th Floor
Washington, D.C. 20522–0602
Attn: Joe Morton
Telephone: (703) 875–6562

For planning purposes, it is projected that during FY91/92, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Bogota, Colombia; La Paz, Bolivia; Lima, Peru; Bangkok, Thailand; Budapest, Hungary; Abu Dhabi, United Arab Emirates; Algiers, Algeria; Cairo, Egypt; Doha, Qatar; and Riyadh, Saudi Arabia.

U.S. Department of State
Washington, D.C. 20520

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

John F. Black
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA–6
Washington, D.C. 20522–0602
Telephone: (703) 516–1686

Architectural, Engineering and Design Services (Construction)

Office of Foreign Buildings
Room 302, SA–6

Mr. LeRoy Wallin (Acquisitions)	875–6286
Mr. Richard Natale (Acquisitions)	875–6283
Mr. Charles G. Krips (Acquisitions)	875–6282
Ms. Juanita Waters (Acquisitions)	875–6297
Mr. C. Rex Hellmann (A)	875–6184
Mr. Peter Gurvin (D)	875–6115
Mr. Charles Mallett (Minority Business Coordinator)	875–6586

Audio-Visual Services and Products

a. Publishing Services Division
Room 1754, N.S.
Ms. Rose Grover 647–4170

b. General Services Division
Room B–258, N.S.
Mr. Richard Jimney 647–1634

c. Foreign Service Institute (FSI/AV)
Room C1, SA–3
Mr. Tom Bash 875–5293

d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 320A, SA–11
Mr. Jeff Bozworth 204–6188

Building Interior Furnishings (Foreign)

Office of Foreign Buildings
Room 412, SA–6
Ms. Vivien Woofter 875–6263

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division
Room 1493, N.S.
Mr. John Silva (transportation) 647–3628

Ms. Shirley Beard (labor services) 647–3611

Office of Operations

a. Facilities Management and Support Services
Room 1480, N.S.
Mr. Tim Arthurs 647–6001

b. Safety Division
Room 2728, N.S.
Stephen Urman 647–4302

Building Maintenance and General Services (Foreign)

Office of Foreign Buildings
Room 938, SA–6
Mr. James Schoonover 875–7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings
Mr. Fred Bunke 875–5796
Room 1139, SA–6
Mr. Richard Natale 875–6283
Room 411, SA–6

Cartographic Services

Office of the Geographer
Room 8742, N.S.
Mr. William Wood 647–2022

Catering Services

Office of Protocol
Room 1238, N.S.
Mr. Clyde G. Nora 647–1700

Communication Equipment/Maintenance Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations
(IM/SO/TO/MT)
Room 214, SA–21
Mr. Lee Rainer 912–8350

Computer Supplies and Accessories

Office of Information Management
(IM/SO/DO/FADPC)
Room 12B63, N.S.
Mr. D. Barry Leonard 647–7245

Construction Services (Foreign)

Office of Foreign Buildings
Room 411, SA–6
Mr. Richard Natale (Acquisitions) 875–6283
Mr. Joseph Toussaint (Const. Management) Room 460, SA–6 875–6300
Mr. Charles Mallett (Minority Coordinator)
Room 1300, SA–6 875–6586

Data Processing/Data Entry/Software Services

a. Office of Information Management
Mr. Edward Courlang (SA–29, Room 200) 875–7811
Mr. D. Barry Leonard (Room 12B63, N.S.) 647–7245
Mr. Yang Kim (SA–29, Room 200) 875–7771
Mr. Robert Obenstine (Room 12B63 N.S.) 647–7528

b. Bureau of Consular Affairs
Room W711, SA–1
Mr. Rex Kimbro 663–1121

c. Office of Passport Services
Room 584, SA–17
Mr. James Schwartz 326–6124

e. Foreign Service Institute
Room 1017, SA–3
Eugene Prophet 875–5417

f. Office of Operations
Room 100, SA–6 (OPR/SDS)
Mr. Paul Fisher 875–6083

g. Bureau of Diplomatic Security
SA–10, 6th floor (DS/AO/SYS)
Ms. Joan Lewis 663–0416

Educational Materials/Supplies

a. Office of Overseas Schools
Room 245, SA–29
Mr. Ernest N. Mannino 875–7800

b. Foreign Service Institute
B-Level, SA–3
Ms. Jayetta Neal 875–5393

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security
SA–10, 8th floor
Mr. Gregory Bujac 663–0538
Mr. Nicholas Mariano 875–6570
SA–6, Room 804
Mr. Steven Klein 663–0722
SA–10, 7th Floor (DS/CMP/SDE)
Mr. Jim Walsh 644–3313
SA–7 (DS/PEL/DE)

Engineering Services (Construction)

Office of Foreign Buildings
Mr. Richard Natale 875–6283
Room 412, SA–6
Mr. Charles Krips
Room 412, SA–6 875–6282
Ms. Juanita Waters
Room 412, SA–6 875–6297

Engineering Services (Non-Construction)

a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA–10, 7th Floor
Mr. Steven Klein 663–0722

b. Office of Information Management/Special Operations
Room 214, SA–21
Mr. Lee Rainer 912–8350

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings
Room 412, SA–6
Ms. Vivien Woofter 875–6263

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters
Room 7334, N.S.
Mr. Tim Henderson 647–1918

Labor Services

General Services Division
Room 1493, N.S.
Ms. Shirley Beard 647–3611

Language/Translation Services

Office of Language Services
Room 2214, N.S.
Mr. Harry Obst 647–1528

Library/Subscription Services

Office of Information Services/Library
Room 3239, N.S.
Ms. Alpha Rose** 647–1875

Machine and Equipment Maintenance/Repair

Office of Operations
Room 1480, N.S.
Mr. Tim Arthurs 647–6001

Medical Services/Supplies

Medical Services
Room 2906, N.S.
Mr. Elmer R. Higgs 647–3616

Mental Health Care/Services

Office of Medical Services
Employee Services Division
Room 3243, N.S.
Ms. Anne Weiss 647–4929

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*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately $5 million per annum. Contact Mr. Joseph Kozlowski; 875–6018.

**Manages Department's Commercial Library Program.

Microfilming/Micrographics

Office of Information Services/Records Management Staff
(IM/IS/RA/RM)
Room 1239, N.S.
Mr. John Cruce 647–7123

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director (703) 875–6088
Office of Commissary and Recreation Affairs
(A/OPR/ST/CR)
Room 600, SA–6
Washington, D.C. 20522–0602
FAX (703) 875–6105

(See page A–13 for a list of U. S. Foreign Service posts having U. S. Employee Associations).

Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services

a. Office of Information Services
Room 1758, N.S.
Mr. Howard Gaidsick 647–2517
Mr. Gregory Liverpool 647–8662

b. Bureau of Public Affairs, Public Liaison Division
Room 5819, N.S.
Vacant Position 647–6431

Safety and Rescue Equipment

a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA–10, 7th Floor
Mr. Steven Klein 633–0722

b. Office of Foreign Buildings
Room 912, SA–6
Mr. Gilbert Lindley 875–6983

Small Purchases

Office of Acquisitions
Room 528, SA–6
Ms. Ruby Green 875–6019

Training*

a.	Office of Foreign Service Career Development and Assignments Room 2807, N.S.	
	Mr. Jacques Klein	647–3308
b.	Office of Civil Service Career Development and Assignments Room 2429, N.S.	
	Ms. Theresa A. Manly	647–7252
c.	Office of Equal Employment Opportunity and Civil Rights Room 4216, N.S.	
	Ms. Azucena Vasquez	647–6061
d.	Foreign Service Institute Room 901, SA–3	
	Mr. Gary D. Crawford (Language)	875–5241
	Ms. Sultana Varvarousis (Clerical/Administrative)	875–7278
	Dr. Jack Shellenberger (Area Studies) SA–3, Room 402	875–5160
	Ms. Judy Mullen (Contracting Officer) SA–3, B Level	875–5393
e.	Office of Information Management (IM/TE/OT) P.O. Box 3050 Warrenton, VA 22186	
	Mr. Leonard A. Fenner	557–1834
f.	Bureau of Diplomatic Security Room 320A, SA–11	
	Mr. Jeff Bozworth	204–6188

Transportation/Packing/Shipping/Storage (Household Effects)

a.	Office of Transportation Room 1050A, N.S.	
	Mr. Christopher G. Mayers	647–2915
b.	Office of Acquisitions Room 528, SA–6	
	Ms. Sally Allen	875–6020

*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDBU, at OPM on (202) 606–2180 for information.

Word/Data Processing Supplies and Accessories

Office of Information Management
Room 12B63, N.S.
Mr. D. Barry Leonard 647–7245

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For further information contact:

Mrs. Durie White
Acting Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA–6
Washington, D.C. 20522–0602
Telephone: (703) 875–6824

or

Ms. Linda Taylor
Administrative Assistant, Office of Small and
Disadvantaged Business Utilization
Room 633, SA–6
Washington, D.C. 20522–0602
Telephone: (703) 875–6822

Telephone area codes: (202) for numbers beginning with 647 and 632; (703) for all others.

State Department Foreign Service Posts
That Operate Overseas Employee Associations

Location of Office	ZIP Code	Type of Office
Abidjan, Cote d'Ivoire	20521-2010	Embassy
Accra, Ghana	2020	Embassy
Addis Ababa, Ethiopia	2030	Embassy
Algiers, Algeria	6030	Embassy
Amman, Jordan	6050	Embassy
Ankara, Turkey	7000	Embassy
Antananarivo, Madagascar	2040	Embassy
Asuncion, Paraguay	3020	Embassy
Athens, Greece	7100	Embassy
Baghdad, Iraq	6060	Embassy
Bamako, Mali	2050	Embassy
Bangkok, Thailand	7200	Embassy
Banjul, The Gambia	2070	Embassy
Beijing, China	7300	Embassy
Belgrade, Yugoslavia	5070	Embassy
Bogota, Colombia	3030	Embassy
Bonn, Germany	7400	Embassy
Brasilia, Brazil	7500	Embassy
Brazzaville, People's Republic of Congo	2090	Embassy
Bridgetown, Barbados	3120	Embassy
Brussels, Belgium	7600	Embassy
Bucharest, Romania	5260	Embassy
Budapest, Hungary	5270	Embassy
Buenos Aires, Argentina	3130	Embassy
Bujumbura, Burundi	2100	Embassy
Cairo, Egypt	7700	Embassy
Canberra, Australia	7800	Embassy
Caracas, Venezuela	3140	Embassy
Colombo, Sri Lanka	6100	Embassy
Conakry, Guinea	2110	Embassy
Copenhagen, Denmark	5280	Embassy
Cotonou, Benin	2120	Embassy
Dakar, Senegal	2130	Embassy
Damascus, Syria	6110	Embassy
Dar es Salaam, Tanzania	2140	Embassy
Dhahran, Saudi Arabia	6310	Consulate General
Dhaka, Bangladesh	6120	Embassy
Djibouti, Republic of Djibouti	2150	Embassy
Dublin, Ireland	5290	Embassy
Frankfurt, Germany	7900	Consulate General
Freetown, Sierra Leone	2160	Embassy
Gaborone, Botswana	2170	Embassy

Geneva, Switzerland	20521–5120	Branch Office
Georgetown, Guyana	3170	Embassy
Guadalajara, Mexico	3280	Consulate General
Guangzhou, China	4090	Consulate General
Guatemala City, Guatemala	3190	Embassy
Hamburg, Germany	5180	Consulate General
Helsinki, Finland	5310	Embassy
Hong Kong, Hong Kong	8000	Consulate General
Islamabad, Pakistan	8100	Embassy
Istanbul, Turkey	5030	Consulate General
Jakarta, Indonesia	8200	Embassy
Jeddah, Saudi Arabia	6320	Consulate General
Kampala, Uganda	2190	Embassy
Karachi, Pakistan	6150	Consulate General
Kathmandu, Nepal	6190	Embassy
Kavala, Greece (relay)		
Khartoum, Sudan	2200	Embassy
Kigali, Rwanda	2210	Embassy
Kingston, Jamaica	3210	Embassy
Kinshasa, Zaire	2220	Embassy
Kuala Lumpur, Malaysia	4210	Embassy
Kuwait, Kuwait	6200	Embassy
La Paz, Bolivia	3220	Embassy
Lagos, Nigeria	8300	Embassy
Lahore, Pakistan	6160	Consulate General
Liberia (relay)		
Lilongwe, Malawi	2280	Embassy
Lima, Peru	3230	Embassy
Lisbon, Portugal	5320	Embassy
Lome, Togo	2300	Embassy
London, England	8400	Embassy
Lusaka, Zambia	2310	Embassy
Madras, India	6260	Consulate General
Madrid, Spain	8500	Embassy
Managua, Nicaragua	3240	Embassy
Manila, Philippines	8600	Embassy
Mexico City, Mexico	8700	Embassy
Mogadishu, Somalia	2360	Embassy
Monrovia, Liberia	8800	Embassy
Montevideo, Uruguay	3360	Embassy
Montreal, Canada	5510	Consulate General
Moscow, USSR	5430	Embassy
Muscat, Oman	6220	Embassy
Nairobi, Kenya	8900	Embassy
Nassau, Bahamas	3370	Embassy
N'Djamena, Chad	2410	Embassy
New Delhi, India	9000	Embassy

Niamey, Niger	20521–2420	Embassy
Nicosia, Cyprus	5450	Embassy
Nouakchott, Mauritania	2430	Embassy
Oslo, Norway	5460	Embassy
Ottawa, Canada	5480	Embassy
Ouagadougou, Burkina Faso	2440	Embassy
Panama City, Panama	9100	Embassy
Paramaribo, Suriname	3390	Embassy
Paris, France	9200	Embassy
Peshawar, Pakistan	6170	Consulate
Philippines (relay)		
Port-au-Prince, Haiti	3400	Embassy
Port-of-Spain, Trinidad	3410	Embassy
Prague, Czechoslovakia	5630	Embassy
Pretoria, South Africa	9300	Embassy
Quito, Ecuador	3420	Embassy
Rabat, Morocco	9400	Embassy
Rangoon, Burma	4250	Embassy
Rhodes, Greece (relay)		
Rio de Janeiro, Brazil	3090	Consulate General
Riyadh, Saudi Arabia	6300	Embassy
Rome, Italy	9500	Embassy
San Jose, Costa Rica	3440	Embassy
San Salvador, El Salvador	3450	Embassy
Sanaa, Yemen	6330	Embassy
Santiago, Chile	3460	Embassy
Santo Domingo, Dominican Republic	3470	Embassy
Sao Paulo, Brazil	3110	Consulate General
Seoul, Korea	9600	Embassy
Shanghai, China	4100	Consulate General
Singapore, Singapore	4280	Embassy
Sofia, Bulgaria	5740	Embassy
Stockholm, Sweden	5750	Embassy
Suva, Fiji	4290	Embassy
Tangier, Morocco	6290	Consulate General
Tegucigalpa, Honduras	3480	Embassy
Tel Aviv, Israel	9700	Embassy
Thessaloniki, Greece	5060	Consulate General
Tokyo, Japan	9800	Embassy
Toronto, Ontario, Canada	5530	Consulate General
Tunis, Tunisia	6360	Embassy
Vienna, Austria	9900	Embassy
Vientiane, Laos	4350	Embassy
Warsaw, Poland	5010	Embassy
Wellington, New Zealand	4360	Embassy
Yaounde, Cameroon	2520	Embassy

Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the Key Officers of Foreign Service Posts booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer
(for Commissary Officer)
American Embassy*/Name of Post City
Department of State
Washington, D.C. 20521–0000

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*Or Consulate General or Consulate, as appropriate.

Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged, and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under $25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
A/SDBU, Room 633, SA–6
Department of State
Washington, D.C. 20522–0602

If there are any questions, please call Mrs. Durie N. White on (703) 875–6824 or Ms. Linda Taylor on (703) 875–6822. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson
Director, Office of
Acquisitions

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

Contractor Establishment Code Number (9 Digits) _____
Company Name _____
Parent Company CEC (if applicable) _____
Street Address _____
Telephone Number (9991234567) _____
City _____ State _____
Country _____
Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

_____

_____

_____

PROFILE

(To be completed only by 8a Firms)

8(a) FIRM: _____

ADDRESS: _____ PRIMARY SIC _____

_____ SECONDARY SICs _____

TELEPHONE: _____

PRINCIPAL'S NAME & TITLE: _____

DATE FIRM STARTED: _____

FIRM'S PROJECTION OF TOTAL SALES FOR 1991: $ _____

BONDING CAPACITY: (If Applicable) SINGLE JOB $ _____

AGGREGATE $ _____

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1988	$ _____	$ _____
1989	$ _____	$ _____
1990	$ _____	$ _____

AVERAGE NUMBER OF EMPLOYEES: _____

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Doc. FORM 132

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments	Women in Business Representatives
Department of Agriculture 14th & Independence Ave., S.W. Room 127W Washington, D.C. 20250 Telephone: (202) 447–7117 FAX: (202) 447–3001 Attn: Mr. Luther Burse Acting Associate Director, OSDBU	Ms. Belinda Ward (202) 447–7117
Department of the Air Force The Pentagon—Room E271 Washington, D.C. 20330–1000 Telephone: (202) 697–4126 FAX: (703) 693–7731 Attn: Mr. Anthony DeLuca Director, OSDBU	Mr. Patrick Heller (703) 697–5373
Department of the Army The Pentagon—Room 2A712 Washington, D.C. 20310–0106 Telephone: (703) 695–9800 FAX: (703) 693–3898 Attn: Mr. Daniel R. Gill Director, OSDBU	Ms. Dora H. Thomas (703) 697–2868
Department of Commerce 14th Street & Constitution Ave., N.W. Room 6411 Washington, D.C. 20230 Telephone: (202) 377–1472 FAX: (202) 377–4816 Attn: Mr. James Maruca Director, OSDBU	Ms. Rosemary Mullany (202) 377–1472

Department of Defense
The Pentagon—Room 2A340
Washington, D.C. 20301–3061
Telephone: (703) 614–1151
FAX: (703) 693–7014
Attn: Mr. Horace Crouch
Director, OSDBU

Mr. Tim Foreman
(703) 697–1481

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB–3
Washington, D.C. 20202–0521
Telephone: (202) 708–9820
FAX: (202) 708–8956
Attn: Mr. Daniel Levin
Director, OSDBU

Mr. Ben Miller
(202) 708–9820

Department of Energy (BU–1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 254–5583
FAX: (202) 254–5591
Attn: Mr. Leonel Miranda
Director, OSDBU

Ms. Brenda DeGraffenreid
(202) 254–5602

Department of Health and Human Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 245–7300
FAX: (202) 245–6699
Attn: Mr. Richard Clinkscales
Director, OSDBU

Ms. Angel Graves
(202) 245–2670

Department of Housing and Urban Development
7th & D Streets, S.W.
Room 10232
Washington, D.C. 20410
Telephone: (202) 708–1428
FAX: (202) 619–827
Attn: Ms. Elaine Dudley
Acting Director, OSDBU

Mr. Clarence White
(202) 708–1428

Department of the Interior
18th & C Streets, N.W.
Room 2727
Washington, D.C. 20240
Telephone: (202) 208–3493
FAX: (202) 208–5048
Attn: Mr. Kenneth T. Kelly
Acting Director, OSDBU

Ms. Doris Sanford
(202) 208–7437

Department of Justice
Patrick Henry Building
Room 7014
Washington, D.C. 20530
Telephone: (202) 501–6271
FAX: (202) 501–8125
Attn: Mr. Enos Roberts
Director, OSDBU

Ms. Eleanor Geary
(202) 501–6271

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523–9148
FAX: (202) 523–9167
Attn: Mr. Walter Terry
Director, OSDBU

Ms. Katherine Lee
(202) 523–9151

Department of the Navy
Building 5, Crystal Plaza
Room 120
Washington, D.C. 20360–5000
Telephone: (703) 602–2695
FAX: (703) 602–2477
Attn: Mr. Don Hathaway
Director, OSDBU

Ms. Janet Koch
(703) 602–2695

Department of State
Room 633, SA–6
Washington, D.C. 20522–0602
Telephone: (703) 875–6824
FAX: (703) 875–6825
Attn: Mrs. Durie White
Acting Operations Director, OSDBU

Mrs. Durie N. White
(703) 875–6824

Department of Transportation
400 - 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366–1930
FAX: (202) 366–7538
Attn: Ms. Alicia L. Casanova
Director, OSDBU

Ms. Pat L. Hodge
(202) 366–1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 566–9616
FAX: (202)786–8455
Attn: Ms. Debra E. Sonderman
Assistant Director, OSDBU

Ms. Ila Burnell
(202) 566–9616

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376–6996
FAX: (202) 233–4952
Attn: Mr. Scott Denniston
Director, OSDBU (005SB)

Ms. Mary Ella Stormant
(202) 376–6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 634–9150
FAX: (202) 634–9126 or 9127
Attn: Ms. Margaret McHale
Contract Specialist

Ms. Jean McCamley
(202) 634–9321

Agency for International Development
TT-2, Room 1400A
Washington, D.C. 20523–1414
Telephone: (703) 875–1551
FAX: (703) 875–1119
Attn: Mr. John L. Wilkinson
Director, OSDBU

Ms. Betty Briscoe
(703) 875–1551

Defense Logistics Agency
Cameron Station, Room 4C112
Alexandria, VA. 22304–6100
Telephone: (703) 274–6471
FAX: (703) 274–0565
Attn: Mr. Lloyd C. Alderman
Acting Director, OSDBU

Mr. Anthony Kudders
(703) 274–6977

Environmental Protection Agency
401 M Street, S.W. Code A–149C
Washington, D.C. 20460
Telephone: (703) 557–7777
FAX: (703) 557–1462
Attn: Mr. John M. Ropes
Director, OSDBU

Ms. Margie Wilson
(703) 557–7305

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395–3314
FAX: (202) 395–3982
Attn: Ms. Thelma Tolar
Director, OSDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566–8951
FAX: (202) 566–7524
Attn: Ms. Helen H. Wall
Director, OSDBU

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room 706
Washington, D.C. 20580
Telephone: (202) 326–2258
FAX: (202) 326–2050
Attn: Ms. Jean Sefchick
Director, OSDBU

Ms. Barbara Lorette
(202) 326–2260

General Services Administration
18th and F Streets, N.W.
Room 6029
Washington, D.C. 20405
Telephone: (202) 501–1021
FAX: (202) 208–5938
Attn: Mr. John F. Wynn, Jr.
Director, OSDBU

Ms. Janice Holley
(202) 501–1021

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 275–7597
FAX: (202) 275–9237
Attn: Mr. Dan King
Acting Director, Office of
Public Assistance

Mr. Dan King
(202) 275–7597

National Aeronautics and Space Administration
Headquarters Code K
Room 116
Washington, D.C. 20546
Telephone: (202) 453–2088
FAX: (202) 755–4194
Attn: Mr. Eugene Rosen
Director, OSDBU

Mr. Eugene Rosen
(202) 453–2088

National Science Foundation
1800 G Street, N.W.
Room 1250–I
Washington, D.C. 20550
Telephone: (202) 357–9666
FAX: (202) 357–7745
Attn: Mr. Donald Senich
Director, OSDBU

Ms. Linda Boutchyard
(202) 357–7464

Nuclear Regulatory Commission
Room 7217, MNBB
Washington, D.C. 20555
Telephone: (202) 492–4665
FAX: (301) 492–8185
Attn: Mr. William B. Kerr
Director, OSDBU

Mr. Harris Coleman
(202) 492–4665

Office of Personnel Management
1900 E Street, N.W.
Room 2351
Washington, D.C. 20415
Telephone: (202) 606–2180
FAX: (202) 606–2345
Attn: Mr. Leutrell Osborne
Director, OSDBU

Mr. Thomas Whiteford
(202) 606–2240

Railroad Retirement Board
2000 L Street, N.W., Suite 558
Washington, D.C. 20036
Telephone: (202) 653–9540
FAX: (202) 653–9538
Attn: Mr. John C. Ficerai
Director, OSDBU

U.S. Information Agency—M/O
330 C St., S.W.
Room 1611, HHS–S Building
Washington, D.C. 20547
Telephone: (202) 485–6410
FAX: (202) 485–6466
Attn: Mr. Darwin Roberts
Director, OSDBU

U.S. Postal Service
475 L'Enfant Plaza West, S.W., Room 2P110
Washington, D.C. 20260–6201
Telephone: (202) 268–4633
FAX: (202) 268–4027
Attn: Mr. David Scherer
Director, OSDBU

Mr. David Scherer
(202) 268–4633

Other Liaison Offices

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395–3300
FAX: (202) 395–5105
Attn: Mr. Robert Cooper
Deputy Associate Administrator
for Policy Development

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202 377–5061
FAX: (202) 377–5117
Attn: Mr. Jose A. Lira
Acting Director

Minority Business Development Agency
U.S. Department of Commerce
14th & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202 377–3261
FAX: (202) 377–5117
Attn: Mr. Raoul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
George Mason University
4260 Chain Bridge Road
Suite B–2
Fairfax, VA 22030
Telephone: (703) 764–6079
FAX: (703) 273–0745
Attn: Mr. Edward A. Redmond
Assistant Director

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205–6460
FAX: (202) 205–7064
Attn: Ms. Cathy Thomas

Section C

- **Subcontracting Opportunities**

Possible Prime Contractors Offering Subcontracting Opportunities	**Subcontracting Opportunities Available**

Following is a current list of Department of State large prime contractors with contracts in excess of $500,000 ($1 million for construction), which may offer subcontracting opportunities:

AMCA International Corp. (Encorp.) 111 Merchant St., Suite 210 Cincinnati, OH 45264 Contact: Steven Johnson (513) 576–5700	Various subcontracting opportunities related to construcion of a new U.S.Embassy office complex in Nicosia, Cyprus
American Communications Company Division American Systems, Inc. 7535 Little River Turnpike Annandale, VA 22003 Contact: Mr. Tim Ramp, Purchasing Agent (703) 968–6300	Various subcontract opportunities
American International Corp. 919 Third Street New York, NY 10022 Contact: Mr. Norman Christensen	Various subcontracting opportunities related to construction of a new U.S. Embassy compound, Amman, Jordan
American Management Systems, Inc. 1777 North Kent Street Arlington, VA 22209 Mr. Jay Dunigan, Contract Administrator (703) 841–5514	Various opportunities related to data processing
The Asia Foundation 550 Kearney Street San Francisco, CA 94119 (415) 982–4640	
Brunswick Corporation Defense Division 2000 Brunswick Lane DeLand, FL 32724 A. W. Brocious (904) 736–1700	MS hardware, wire, electronic components, etc.

Burle Industries, Inc. Attn: F.D. Kell, Product Division or J.S. Hornick Tube Division 1000 New Holland Avenue Lancaster, PA 17601–5688 (717) 295–6000	Various subcontract opportunities
Dyncorp 2000 Edmund Halley Drive, 4th Floor Reston, VA 22091 Mr. Fred Clark, VP, Support Services (703) 2649260	Continuous upgrade of security and fire safety equipment at worldwide posts
EBASCO Services, Inc Two World Trade Center, 83d Floor New York, NY 10048 Contact: Mr. La Cava (201) 460–6119 (in New Jersey)	Various opportunities related to construction of a new embassy office building, Santiago, Chile
Electrospace Systems, Inc. 1301 East Collins Blvd. P.O. Box 831359 Richardson, TX 75083–1359 Mr. Dennis Quire (714) 231–9303	Electronic components, cables, switches, power supplies, etc.
Federal Cartidge Company 900 Ehlen Drive Anoha, MN 55303 Rick Bennett, Purchasing Mgr. (612) 421–7100	Various subcontracting opportunities (Std. commercial plan)
General Electric Mobile Communications Div. Mountain View Road Lynchburg, VA 24502–9989 Mr. Mark Burford (804) 528–7886	Commercial Plan (Government-wide) moving storage and installation, security services, data entry, printed circuit boards, die castings, travel agency services
General Electric Co. 3 Parkridge Blvd. Reston, VA 22091 (703) 569–3222	Various subcontract opportunities
Halifax Engineering, Inc. 5250 Cherokee Avenue Alexandria, VA 22312 (703) 750–2202	Various subcontract opportunities

Harbert International, Inc. I Riverchase Parkway, South Birmingham, AL 35201 Mr. Claude Roberts (205) 987–5500	Various subcontracting opportunities related to construction of new U.S. Embassy, Pretoria, South Africa and renovation of existing U.S. Chancery, Belgrade, Yugoslavia
Hays Systems, Inc. 2000 M St., N.W. Washington, D.C. 20036 (202) 223–3703	
IBM Corporation National Federal Marketing 6705 Rockledge Drive Bethesda, MD 20817 (301) 564–2894	Various subcontract opportunities
IFR Systems, Inc. 10200 West York St. Wichita, KS 67215–8935 Mr. David C. Orpin (316) 522–4981	Electronic components, radio frequency crystals, crystals filter, transformers, labels, printed circuit boards, switches, fuses, microwave components.
ITT Defense Communications 492 River Road Nutley, NJ 07110 (201) 284–4475	
J.A. Jones Construction Co. 6060 St. Albans Street Charlotte, NC 28287 Mr. Robert Goodpasture (704) 553–3000	Various subcontract opportunities related to construction of a new U.S. Embassy, San Salvador, El Salvador
Ogden Allied Eastern Maintenance Two Pennsylvania Plaza New York, NY 10121	Various subcontract opportunities related to building maintenance
Perini International Corp International Division 73 Mt. Wayte Ave. Framingham, MA 01701 (508) 875–6171	Various subcontract opportunities related to construction of the new U.S. Embassy, Caracas, Venezuela
Pinkerton Computer Consultants, Inc. 1900 No. Beauregard St., Ste. 200 Alexandria, Virginia 22311 Mr. James Craig (703) 820–5571	Various subcontract opportunities

Planning Research Corporation Room 6W3 1500 Planning Research Drive McLean, Virginia 22102 Attention: Mr. Bob Brennan (202) 556–1537	Standard Supplies; ADP
Price Waterhouse 1801 K Street, N.W. Washington, D.C. 20006 Attention: Ms. Paula Nichols (703) 875–5626	Administrative support, including graphic services, audio-visual services, printing/reproduction services, ADP support, training methods support
Sverdrup Corporation Embassy Task Group 1500 Wilson Boulevard, 7th Floor Arlington, VA 22209–2454 Mr. Kent Steele (703) 875–9626 or 875–9673	Prime and subcontracting opportunities related to overseas building design and construction
TRW Systems Division 7600 Colshire Drive McLean, VA 22102 Mr. Alan Schmidt (703) 876–8289	Various subcontract opportunities
Tumi International, Inc. 9308 N.W. 13th Street Miami, FL 33172 (305) 591–2419	Various subcontract opportunities related to consolidated receiving point
Wang Laboratories 7500 Old Georgetown Rd., 1250 N Bethesda, MD, 20814 Ms. Haze Hanna (301) 657–5530	Electrical parts
Xerox Corporation 250 North Halstead St. Pasadena, CA 91109 Mr. Doug Madrigal (818) 351–2351	

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State		
Commercial Affairs	—Alfred White	(202) 647–1683
Investment Affairs	—Stephen R. Gibson	647–1128
Development Finance	—Jack Boyle	647–9426
East-West Trade	—Alan Parker	647–2875
Trade Policy	—Kaarn Weaver	647–3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655–4000. The Department of State also offers an automated Traveler's Advisory which can be accessed on (202) 647–5225.

Department of Commerce		
Deputy Assistant Secretary for Services	—Linda Powers	(202) 377–5261
Country Marketing:		
Western Europe	—Peter Hale	377–5341
Eastern Europe and Soviet Affairs	—Suzanne Lotarski	377–1104
Africa	—Gerald Seldman	377–4927
Near East	—Carl Reiner	377–4441
South Asia	—Richard Harding (Acting)	377–2954
Mexico and Caribbean Basin	—Regina Vargo	377–4464
South America	—Charles Ford	377–2436
People's Republic of China and Hong Kong	—Christine Lucyk	377–5527
Japan	—Marjorie Searing	377–4527
Investment Policy	—Martin Kohn	377–8053
Publications	—Thomas Weatherspoon	377–5487
Foreign Commercial Service	—Theodore Rosen	377–8300
Export Licensing Information*		377–4811
Agency for International Development		
Business Relations	—John Wilkinson	(703) 875–1551
Overseas Private Investment Corporation	—Clark Fisher	(202) 457–7069
Export-Import Bank	—Jeni B. Falkiewicz	(202) 566–8990
U.S. Trade Representative	—Mollie Van Heuven	(202) 395–6120

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875–6644 (licensing) or (703) 875–6650 (registration). You will be directed to an officer according to your requirements.

Section E

- **Other Department of State Subscriptions**

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